

JOB OPPORTUNITY

Posting Date: February 26 - March 22, 2010

SUPREME JUDICIAL COURT

Job Description and Qualifications for Executive Director, Board of Bar Examiners

POSITION SUMMARY:

The Board of Bar Examiners is responsible for the examination and review of qualifications of all persons who apply to be admitted to the bar in Massachusetts. The Executive Director provides management and support for all aspects of the bar admissions process, including oversight of the Board's office, budget and staff.

Major Duties:

Oversees the application process at the Board, including screening to ensure applicant eligibility and compliance with court rules.

Administers bar examination, which is held twice a year, including managing logistics, staffing, security, testing accommodations, and grading procedures.

Directs the day-to-day operations of the Board, including hiring, training and supervising Board staff. Analyzes legal issues relating to bar admission.

Oversees the Board's fiscal and payroll operations, including preparing budget and spending plans, monitoring spending and ensuring compliance with state reporting requirements.

Prepares informational reports for Supreme Judicial Court, law schools and the National Conference of Bar Examiners (NCBE). Attends relevant meetings, including meetings of the NCBE.

Assists Board in developing and implementing policies and procedures to better serve the applicants, bar, public and the Court.

Provides staff support for Board, including preparing schedules, agenda and correspondence. Coordinates character review hearings.

Supervision received:

Reports to the Board of Bar Examiners. Extensive independent judgment is required.

Supervision exercised:

Supervises all staff of the Board.

Position Requirements:

Membership in Massachusetts Bar. Ability to recognize and analyze legal issues arising in connection with the bar application process.

A minimum of five years experience with management level responsibilities. Managerial and administrative experience in legal setting involving multiple complex issues strongly desired.

Excellent interpersonal and communication skills, both verbal and written. Proven leadership capacity.

Familiarity with computer data base systems and systems development.

Ability to exercise sound judgment and maintain confidentiality.

Salary: Sr. Management Tier 2 - Step 1 \$74,666 - Step 8 \$112,986

Resume and completed application (available at www.mass.gov.courts/sjc) should be submitted to:

Board of Bar Examiners Executive Director position
c/o Suzanne Brown
Supreme Judicial Court
John Adams Courthouse
Pemberton Square, Suite 2500
Boston MA 02108-1750
Or to suzanne.brown@sjc.state.ma.us

All applications should be received by March 22, 2010.

Affirmative Action/Equal Opportunity Employer